



Office of the Services Commissions

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CIRCULAR No. 15 **OSC Ref. C. 6276¹⁵**

15th January, 2025

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Ministry of Local Government and Community Development**:

1. **Crown Counsel (JLG/LO 3) (Not Vacant) - Legal Services Unit**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Auditor (FMG/AS 2) (Vacant) - Internal Audit Division**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Executive Secretary 1 (OPS/SS 4) (Vacant) - Technical Services and Major Projects Division**, salary \$2,190,302 - \$2,945,712 per annum.
4. **Public Procurement Administrator (GMG/AM 2) (Vacant) - Public Procurement Branch**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **Senior Secretary (OPS/SS 3) (Vacant) - Hazard Mitigation and Risk Management Division**, salary range \$1,711,060 - \$2,301,186 per annum.

1. **Crown Counsel (JLG/LO 3)**

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of the Minister and Permanent Secretary in the strategic management of the Ministry.

Key Responsibilities

Technical/Professional:

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters, of national importance, to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant AG for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel, requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provide information, as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends Hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;

- Provides legal advice to Ministry on all areas of law;
- Represent the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Management/Administrative:

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resource:

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties that may be assigned from time to time by Senior Assistant Attorney-General and respective senior executives in the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and Legislative Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and assigned LSUs
- Excellent knowledge of the English legal system and the legal framework of Government
- Excellent written and verbal communication, including presentation skills, and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Ability to create commitment to a strong and consistent customer service philosophy
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Three (3) years progressive experience at the Bar.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

2. Auditor (FMG/AS 2)

Job Purpose

Reporting to the Senior Auditor, the incumbent is responsible for participating in performing internal audit functions at the Ministry, its Local Authorities and Agencies. The incumbent is also responsible for participating in examining both financial and operational transactions, records and documents to determine compliance with provisions of relevant laws, regulations, policies and rules, reports on internal controls and, where necessary, recommend appropriate measures to be taken.

Key Responsibilities

Technical/Professional:

- Conducts operational and financial audits and special assignments to assess the adequacy, efficiency and effectiveness in achieving the desired objectives and compliance with relevant laws and policies;
- Prepares his/her working papers, ensures that those of the Junior Auditors are properly prepared, compiled and submitted for review;
- Follows-up, as directed, on responses to audit findings to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Participates in the development of Work Plans and itineraries;
- Participates in discussions with management as it relates to audit findings;
- Prepares Risk Assessment to evaluate controls implemented by the Ministry, Local Authorities and Agencies;
- Participates in quality assurance programmes;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Excellent ethics/integrity is exercised in the performance of duties
- Proficiency in the use of relevant computer applications

Functional:

- Excellent technical skills
- Excellent analytical skills
- Good use of technology

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics and no experience.
- OR**
- ACCA Fundamentals or equivalent and no experience.
- OR**
- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification with at least two (2) years auditing or accounting experience.

3. Executive Secretary (OPS/SS 4)

Job Purpose

Reporting to the Senior Director, Technical Services and Major Projects, the incumbent is responsible for providing administrative and secretarial service to ensure that the office is operated

in a most effective and efficient manner, by controlling and monitoring all documents, files and communication.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence and materials;
- Maintains an electronic date retention and tracking system;
- Develops and maintains a filing system that facilitates easy access, retrieval and security of files;
- Reviews and checks correspondence and reports prepared for the Senior Director's signature, to ensure that all pertinent matters have been investigated;
- Prepares interim replies to correspondence of a routine nature and composes for signature, replies to public complaints or other matters that have no impact on policy decision;
- Prepares for the Senior Director's signature, letters of appointments and appreciation;
- Types Cabinet Submissions, Speeches and Budget presentation;
- Takes dictation and transcribes Minutes of meetings and distributes to the relevant officers;
- Prepares weekly itinerary and maintains an appointment diary/calendar to facilitate smooth and effective communication between the Senior Director and internal/external customer;
- Co-ordinates arrangements and preparation for meetings chaired by the Senior Director;
- Monitors telephone calls, appointments and visitors to the office;
- Seals and dispatches Secret and Classified correspondence;
- Follows-up on files and correspondence leaving the office;
- Provides prompt, efficient and effective delivery of support services;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communications skills
- Good interpersonal skills and customer relations skills
- Excellent planning and organizing skills
- Excellent integrity/ethics exercised in the performance of duties

Functional:

- Proficiency in the relevant computer skills
- Excellent shorthand and typing/writing skills
- Good knowledge of filing systems and methods
- Excellent knowledge of protocol for meetings

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;
- OR**
- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

4. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/

administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

Technical/Professional:

- Co-ordinates reports on behalf of the organization: Prepares reports for submission to the Ministry of Finance, Office of the Contractor General and the PPC. Assists with the preparation of monthly report for submission;
- Maintains records in accordance with the FAA Act, etc.;
- Organizes and maintains filing system. Maintains correspondence logging system;
- Disseminates, in a timely manner, all incoming and outgoing correspondences
- Co-ordinates meetings, arranges Department and Procurement Committee meetings;
- Disseminates relevant documents for meetings. Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for organization officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place, e.g. prices, quotations, necessary signatures are affixed. If necessary, return to the originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists to expedite movement of purchase orders from the hospital to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters;
- Prepares purchasing document for dispatch to suppliers; stamps, records and sends Purchase Order requiring GCT exemption to GCT office;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D. letters and uniform allowance letters, makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertains re-preparation of cheques and return the appropriate documents to the Accounts Department when the goods are supplied or the services are provided;
- Answers the telephones and screens calls and directs callers to the appropriate person or uses initiative to assist callers, where possible;
- Assists with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheque from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or makes contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Performs any other related duties that may be assigned from time to time by the Head of the Branch.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Sound interpersonal skills
- Good organizational skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in MS Excel, MS PowerPoint, MS Word and Report Writing
- Good command of the English language
- High degree of integrity and diplomacy

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year working experience in the related field.

5. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Senior Director, Hazard Mitigation and Risk Management, the incumbent is responsible for providing secretarial services and managing the routine functions of the office.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Maintains an electronic data retention and tracking system;
- Types letters and memoranda for the Senior Director;
- Types letters for distribution;
- Prepares response from correspondence for signature;
- Maintains an appointment diary/calendar to facilitate smooth and effective communication between the Senior Director and internal/external customers;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the office;
- Researches files for data relevant to Local Government Authorities and prepares status report;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Takes/screens and makes telephone calls;
- Provides prompt, efficient and effective delivery of support services;
- Requests stationery for all officers in the Unit;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent customer relations skills
- Good interpersonal skills

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the relevant computer applications
- Good knowledge of filing systems and methods
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th January, 2025 to:**

Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10

Email: hrd@mlgcd.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Desreen Smith (Mrs.)
for Chief Personnel Officer